

ACCOUNTING PROCEDURE

TOPIC: Contract Administration 4.5	EFFECTIVE DATE: 6/14/93
TITLE: Rush Pre-Contract Packet Review	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, Assistant Director	PAGE 1 OF 2

**BACKGROUND**

The Aids Contract Preauditor coordinates review of all aids contracts. The Bureau of Fiscal Services (BFS) shall complete review of pre-contract packets in ten (10) or fewer working days. In some circumstances, pre-contract packet review must be completed in fewer than ten (10) working days.

**POLICY**

Divisions requesting a pre-contract packet review in less than the standard processing time should provide a brief justification with the packet. When a pre-contract packet review is needed within 24 hours of submission, the packet should include justification and the Division of Management Services (DMS) Administrator's approval.

**PROCEDURE**

**A. For rush processing of pre-contract packets.**

1. Notice of the pending need for rush processing should be given to the Aids Contract Preauditor as much in advance as possible.
2. When the pre-contract packet is sent to BFS, a brief justification for rush processing should be attached.
3. The Preauditor will review the justification and recommend to the BFS CARS Unit Supervisor "rush" or "not-rush" processing.
4. The BFS CARS Unit Supervisor shall notify the requesting division and the Aids Contract Preauditor how the pre-contract packet will be processed.
5. Pre-contract packets approved for rush processing shall be processed as listed in procedures A.6. through A.10. below. Appeals of rush requests that are not approved shall be to the BFS CARS Unit Supervisor and the Assistant Director, BFS. Packets for which rush processing was requested, but not approved, shall be processed as a normal pre-contract packet. The packet **SHOULD NOT BE DELAYED** or returned to the requesting division pending discussion or appeals.

If a decision is made to process a packet on a rush basis after the review has been started, the Aids Contract Preauditor shall locate the packet and take necessary steps to complete the review on a rush basis.

6. The Preauditor shall write RUSH in large red letters at the top of the internal routing form used in BFS.
7. The Aids Contract Preauditor will deliver the packet to the Chief of the Program & Federal Accounting Section, BFS.
8. The Aids Contract Preauditor will notify appropriate BFS staff of the pending rush request.
9. Rush pre-contract packets will be reviewed before regular packets.
10. When the review of the packet is completed in BFS, the Aids Contract Preauditor will call the division's liaison to pick up the packet.

**B. For rush processing of pre-contract packets within 24 hours.**

1. Advance notice should be given to the Aids Contract Preauditor.
2. The contracting division should walk the pre-contract packet to the BFS Aids Contract Preauditor. The required justification and the DMS Administrator's signature must be attached. Packets without the DMS Administrator's approval will be processed as described in A above, pending receipt of the DMS Administrator's approval.
3. The pre-contract packet then will be walked through the BFS review by the Aids Contract Preauditor.
4. Once completed, the Aids Contract Preauditor will call the contracting division's liaison to pick up the pre-contract packet.
5. BFS staff will discuss any corrections with the division's liaison.
6. Because of the problems generally associated with contracts which require one day turn-around, the requesting division should identify the name and phone number of the person able to respond to any questions or issues. That person should be readily available during the review period.

**CONTACT PERSON**

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